

FEDERAL BUREAU OF INVESTIGATION
FOI/PA
DELETED PAGE INFORMATION SHEET
FOI/PA# 1218644-0

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[REDACTED] (FBI)

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From: [REDACTED] (FBI)
Sent: Friday, December 14, 2012 11:16 AM
To: [REDACTED]
Cc:
Subject: Justification document --- UNCLASSIFIED

Classification: UNCLASSIFIED
=====

Good Morning,

I will be forwarding another justification document for review and signature. The document is classified ~~"Secret"~~ (U) and is for the procurement of Unmanned Aerial Systems in support of OTD. The estimated value for this requirement is [REDACTED]. The CO, due to other end of the FY requirements did not previously send up the document for signature but the document does cover all necessary requirements and I do support the sole source nature of the requirement. If there are any other questions/concerns, you may forward them to my attention.

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Classification: UNCLASSIFIED

[REDACTED]

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[REDACTED]

(Rev. 05-01-2008)

~~SECRET~~//NOFORN

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 12/28/2011

To: Finance

[REDACTED] STCU

From: Operational Technology
Traditional Technology Section/Video Surveillance Unit
Contact: [REDACTED]

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Approved By: [REDACTED]

Drafted By: [REDACTED]

Case ID #: (U) 319B-14-HQ-A1487504-583

Title: (U) Requisition Matters

Synopsis: (U) To request that the Science and Technology Contracts Unit (STCU) evaluate and provide approval for the attached requisition for [REDACTED] for Unmanned Aerial Systems (UAS), training and repair services.

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Classified by: F88M56K63
Derived From: FBI NSISCG-20090615
Declassify On: 20361228

Enclosure(s): (U) FD-369 Requisition # [REDACTED]
(U) Vendor Quote
(U) Sole Source Justification
(U) Acquisition Security Request
(U) Acquisition Security Unit Checklist
(U) Technical or Scientific Product Waiver
(U) Security Addendum

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Details: ~~(S)~~ The Video Surveillance Unit (VSU) is responsible for development, procurement, and deployment of video collection and video transmission equipment utilized by the field [REDACTED]

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(S)

VSU362.1.wpd

~~SECRET~~//NOFORN

MAIL ID 36908

Uplinked
12/30/11 [REDACTED]

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CREW-2774

~~SECRET//NOFORN~~

To: Finance From: Operational Technology
Re: 319B-14-HQ-A1487504, 12/28/2011

LEAD(s):

Set Lead 1: (INFO)

FINANCE

AT WASHINGTON, DC

(U) For information only.

CC: 1 - [REDACTED] QTERF (Encs.)
1 - [REDACTED] QTERF (Encs.)
1 - [REDACTED] QTERF (Encs.)
1 - [REDACTED] QTERF (Encs.)
1 - [REDACTED] QTERF (Encs.)

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~~SECRET//NOFORN~~

ACQUISITION SECURITY REQUEST

Request Date: 12/28/2011		Anticipated Procurement Date: 01/30/2012	
VENDOR INFORMATION			
<input type="checkbox"/> Reseller With Access to FBI Facilities		<input type="checkbox"/> Reseller With No Access to FBI Facilities	
Vendor Name:			
Vendor Address:			
<input checked="" type="checkbox"/> Manufacturer		<input checked="" type="checkbox"/> Hardware <input checked="" type="checkbox"/> Software <input checked="" type="checkbox"/> Maintenance	
Vendor Name:			
Vendor Address:			
<input type="checkbox"/> Contractor Providing CLASSIFIED Services		<input type="checkbox"/> DD Form 254 Required	
Vendor Name:			
Vendor Address:			
PRODUCT/SERVICES INFORMATION			
<input type="checkbox"/> FISMA System <input checked="" type="checkbox"/> Critical Asset System <input type="checkbox"/> Telecommunications <input type="checkbox"/> Audiovisual			
1. Products being procured (list the specific hardware / software / services in detail)			
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?		Operational Technology Division, Traditional Technology Section, Video Surveillance Unit, Unmanned Aerial Vehicles [redacted] Program	
3. Network on which product/service is to be used (i.e. [redacted], etc.)		N/A	
4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)		SECRET	
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?		FBI PERSONNEL	
6. Will the vendor require access to classified information/systems?		NO	
PROCUREMENT INFORMATION			
Contracting Officer Name/ Phone:		[redacted]	
FBI COTR Name/Phone:		[redacted]	
Program Manager/Technical POC:		[redacted]	
Requisition Number:		[redacted]	
Purchase Order Number:		[redacted]	
Contract Number:		[redacted]	
DOCUMENTATION ATTACHED			
<input type="checkbox"/> Answers to the Acquisition Risk Questions (the replacement for the SF-328)			
<input type="checkbox"/> Key Management Personnel Listing (KMPL)			
<input checked="" type="checkbox"/> FD-369 Requisition for Supplies and/or Equipment			
<input type="checkbox"/> Statement of Work (SOW) – Required if a classified contract			
PRIORITY			
All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.			
Comments:			

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Acquisition Security Unit Checklist

Version 3 - 10/01/2009

Previous editions are obsolete and will not be accepted

MUST BE COMPLETED BY REQUESTOR	
Request Date:	12/28/2011
Anticipated Procurement Date:	
Requisition #:	
Point of Contact:	
POC Phone #:	
Highest Classification Required for Vendor to Provide Services / Products: (Access to FBI systems? Access to classified information?) <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TOP SECRET/SCI	
Comments:	
ASU USE ONLY	
Date Received: _____	ASU POC: _____
Date Additional Information Requested: _____	<input type="checkbox"/> _____
Date Returned: _____	<input type="checkbox"/> _____
<input type="checkbox"/> Classified Contract (DD 254 Required) <input type="checkbox"/> Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required) <input type="checkbox"/> Contracting Officer's Security Representative <input type="checkbox"/> E-QIP Special Security Requirements <input type="checkbox"/> DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements <input type="checkbox"/> DOJ Consent for Warrantless Searches of DOJ Workplaces <input type="checkbox"/> Personnel Security Special Security Requirements <input type="checkbox"/> Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements <input type="checkbox"/> Contractor Financial Disclosure Requirements <input type="checkbox"/> Contractor Suitability Requirements <input type="checkbox"/> National Interest Determination	
ASU SPECIAL NOTES	
<input type="checkbox"/> Required if not already accomplished as part of the original contract award <input type="checkbox"/> Required if connected to a FISMA or Critical Asset System (i.e. _____) <input type="checkbox"/> Required if includes procurement of IT hardware / software connected to a FISMA or Critical Asset System <input type="checkbox"/> Intergovernmental procurement / reimbursement <input type="checkbox"/> No actions related to security were identified in the documentation provided	
ASU _____ Date _____	
ACKNOWLEDGEMENT	
Procurement Official/COTR/Technical Representative: <input type="checkbox"/> I certify that those security requirements identified above by the ASU have been incorporated into the procurement documentation. <input type="checkbox"/> This <input type="checkbox"/> is / <input type="checkbox"/> is not a mission essential contract.	
Signature: _____	Date: _____
Printed Name: _____	

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Please attach the completed checklist to your package at submission to Finance.

CREW-2790

FEDERAL BUREAU OF INVESTIGATION
TECHNICAL OR SCIENTIFIC PRODUCT WAIVER JUSTIFICATION FORM
Version 1.0 (12/28/2010)

This form must be completed by a Program Manager within OTD, LD, or CJIS. Once completed, this form, along with the completed FD-369 Requisition form, must be submitted to the appropriate divisional approval supervisor per the table of dollar-levels below:

Total Value of Requisition	Approval Authority Required
Up to and including \$100,000	Unit Chief
Up to and including \$500,000	Section Chief
Up to and including \$1,000,000	Deputy Assistant Director
Over \$1,000,000	Assistant Director

Once the approved form is remitted with proper approval indicated, it must be included in your Requisition Package.

Program Name: UAV/UAS Date: 12/28/2011

Division/Section/Unit: OTD / TTS / VSU FD-369 Requisition #:

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Verify all criteria apply:

- ☐ The acquisition will not conflict, duplicate, or compete with a service already provided by ITB;
- ☐ The acquisition will not aid in the development of conflicting, duplicative, or competing networks already provided by ITB, or if so, a document is attached evidencing approval of the CIO;

The items will be used to (*you must check at least one*):

- ☐ Intercept, capture, collect, or record audio, video, image, or digital data in the course of surveillance activities;
- ☐ Exploit secure technologies and protect covert operations;
- ☐ Conduct scientific research, laboratory, or forensic analysis; and

☐ The products will not be connected to or installed on one of the FBI Enterprise networks, or if so, a document is attached evidencing approval of the CIO.

I certify that the above are adequately satisfied and all information provided on this form is accurate:

Program Manager Signature

Program Manager Name (printed)

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Approval Signature:

Date: 12/28/2011

Name and Title:

Unit Chief

Rev. 12-27-11

REQUISITION #

☐ Routine
☐ Priority
☒ Expedite

ACQUISITION (FD-369) COVER SHEET
OPERATIONAL TECHNOLOGY DIVISION (OTD)

Entered in PAMS by:

REQUIRED 1. ☒ **REQUIRED DOCUMENTATION** (See Acquisition Documentation Guideline)

<input type="checkbox"/>	Acquisition Plan FD-911 (Required for acquisitions ≥ \$5M system life cost)
<input checked="" type="checkbox"/>	EC (Required for all acquisitions ≥ \$100K, except contract renewals)
<input checked="" type="checkbox"/>	Independent Government Cost Estimate
<input type="checkbox"/>	Market Research
<input checked="" type="checkbox"/>	Sole Source Justification
<input type="checkbox"/>	Statement of Work (SOW) or Statement of Need (SON)
<input type="checkbox"/>	Source Selection Plan (Required for competitive acquisitions ≥ \$100K)
<input checked="" type="checkbox"/>	Acquisition Security Checklist
<input checked="" type="checkbox"/>	Acquisition Security Request (ASR)
<input type="checkbox"/>	DD Form 254 (Required for classified contracts)
<input type="checkbox"/>	Section 508 (Required for electronic and IT acquisitions)
<input checked="" type="checkbox"/>	TSP Waiver Justification Form

Additional Requirements for IT Acquisitions Only

<input type="checkbox"/>	COTS Approval (Required for ALL IT acquisitions)
<input type="checkbox"/>	IT Acquisition Form (Required for requisitions > \$25K)

REQUIRED 2. ☒ **UNIT CHIEF APPROVAL** al

3. ☐ **TMSU APPROVAL** initial

TMSU Review Criteria		YES	NO
(If the Answer to any of below questions is YES, Requisition MUST be submitted to TMSU)			
Is the request ≥ \$5M (TMSU will assist in preparing for Acquisition Review Board)?			
Is request to fund a Service Contract (New Contract or Existing Contract)?			
If funding an existing contract option or modify the Contract # 			
Is request to fund an Activity or Project (New or Existing)?			
If an existing Activity or Project reported in PAMS, identify PAMS ID # 			

4. ☒ > \$150,000 - Section Chief al

5. ☐ > \$500,000 - Deputy Asst Director initial

6. ☐ > \$1,000,000 - Assistant Director initial

7. ☒ **REQUISITION WITH ECs ATTACHED:**
 for uploading or alternate initial

REQUIRED 8. ☒ **SRU/MSU - FUNDING APPROVAL & TRANSMITTAL to CONTRACTING**

DTP: All Accounts initial	TFS&S: All Accounts initial
IITP: STAS/NGW(3-G) initial	CNCI (Cyber) & TRIAD initial
IITP: STAS (MSU) initial	CSEA (Spectrum) initial

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Please upload & carry to SRU

MAIL ID 36908
CREW-2792

~~SECRET~~

VSU

Unit

REQ. #

☐ ROUTINE

☐ PRIORITY

☒ EXPEDITE

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SRU ROUTING SLIP

<input checked="" type="checkbox"/> FY12	<input type="checkbox"/> FY11-12	<input type="checkbox"/> FY12-R	<input type="checkbox"/> NY	<input type="checkbox"/>
--	----------------------------------	---------------------------------	-----------------------------	--------------------------

Funds Approval

[Redacted Box]

1/3/12

- ☐ DTP Special Access Program (DO NOT ENTER IN ART)
- ☐ TSP Justification Waiver Form Attached
- ☐ CAR Two Week Waiver Form Attached
- ☐ TRIAD
- ☐ Cyber
- ☐ No Year : SPECTRUM

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Final Review

☒ [Redacted Box]

Commit/Copy/File

☒ [Redacted Box]

[Redacted Box]

1/5/12

Send to:

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

[Redacted Box]

- ☐ Furniture Program (FLSD, Woodies Bldg., Room 500)
- ☐ [Redacted Box] (CAMU, ERF, AMU Space) DTP IT Acquisitions

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☒ Acquisition Strategy and Planning Unit (FBIHQ, Rm. 6863)
[Redacted Box] (Acquisitions)
*** PLEASE SEND TO INDIVIDUAL MARKED BELOW WITH FINISER ***

- ☒
- ☐
- ☐

[Redacted Box]

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19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32c. DATE

32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER

34. VOUCHER NUMBER

35. AMOUNT VERIFIED
CORRECT FOR

36. PAYMENT

37. CHECK NUMBER

☐ PARTIAL ☐ FINAL

☐ COMPLETE ☐ PARTIAL ☐ FINAL

38. S/R ACCOUNT NO.

39. S/R VOUCHER NUMBER

40. PAID BY

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT

42a. RECEIVED BY (Print)

41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER

41c. DATE

42b. RECEIVED AT (Location)

42c. DATE REC'D (YY/MM/DD)

42d. TOTAL CONTAINERS

UNCLASSIFIED (U)

Requisition for Goods or Services: Statement of Need

Division Assistant Director:

Requisition (FD-348) COVER SHEET
OPERATIONAL TECHNOLOGY DIVISION (OTD)

☒ Name
☐ Title
☐ Grade

☐ ☐ ☐

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☒ REQUIRED DOCUMENTATION (See OTD Acquisition Guideline)

- ☒ Statement of Need (REQUIRED FOR ALL REQUISITIONS)
☒ Independent Government Cost Estimate (Required for all new acquisitions)
☒ Market Research (Required for all new acquisitions)
☒ Sole Source Justification (Required for new acquisitions if a product/service is only available from one source)
☐ Statement of Work (SOW) (Required for all service acquisitions)
☐ Source Selection Plan (Required for competitive acquisitions ≥\$100K)
☐ DD Form 254 (Required for classified contracts)
☐ Acquisition Plan FD-911 (Required for acquisitions ≥\$5M system life cost)
☐ Section 508 (Required for electronic and IT acquisitions)
☐ TSP Waiver Justification Form
☐ IT Acquisition Form (Required for IT acquisitions)

ENTERED
3/19

☒ UNIT CHIEF APPROVAL

☐

☐ initial

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☒ SRU/MSU - FUNDING APPROVAL & TRANSMITTAL to CONTRACTING

DTP: All Accounts

☒

☐ initial

3/5/12

TFS&S: All Accounts

☒

☐ initial
☐ initial

IITP: STAS/NGW(3-G)

☐

☐ initial

CNCI (Cyber) & TRIAD

☐

☐ initial

IITP: STAS

☐

(MSU) ☐ initial

CSEA (Spectrum)

☐

☐ initial

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CREW-2853

12-201 (Rev 9-6-2006)



U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 09/27/2012		2. Order No.		3. Mod. No.		4. Mod. Date		5. Page No. 1	
6. To Contractor (Name, Address and Zip Code): [Redacted]				7. Ship to: (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135					
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, DC 20535				9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135					
10. Business Classification				11. F.O.B. Point DESTINATION				12. Discount Terms NET 30 DAYS	
13. Schedule									
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)				
	[Redacted]								
BANKING / ROUTING NUMBER TO ALLOW EFT PAYMENT; CONTACT NAME, TITLE AND TELEPHONE NUMBER AND ANY OTHER SUBSTANTIATING DOCUMENTATION AS REQUIRED BY THE CONTRACT.									
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions con- tained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.				15. Grand Total		XXXXXXXXXXXX See Instructions on Reverse			
Point of Contact - Purchase Order Information:				16. United States of America By (Signature)					
Point of Contact - Invoice Payment Status: Commercial Payments Unit [Redacted]				17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer					

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B - BUYER

CREW-2870

FBIU.S. Department of Justice
Federal Bureau of Investigation**Purchase Order for Supplies or Services**

1. Date of Order 09/27/2012		2. Order No. [REDACTED]		3. Mod. No.		4. Mod. Date		5. Page No. 2	
6. To Contractor (Name, Address and Zip Code): [REDACTED]				7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [REDACTED] BUILDING 27958A QUANTICO, VA 22135					
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, DC 20535				9. Send invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [REDACTED] BUILDING 27958A QUANTICO, VA 22135					
10. Business Classification				11. F.O.B. Point DESTINATION		12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)				
	<p>FEDERAL STATUTE REQUIRES THAT THE FEDERAL GOVERNMENT PAY IN ARREARS ONLY. THEREFORE, BILLING SHOULD BE MONTHLY OR QUARTERLY (TITLE 31, U.S.C. SECTION 3324).</p> <p>ALL PAYMENTS BY THE GOVERNMENT UNDER THIS ORDER SHALL BE MADE BY ELECTRONIC FUNDS TRANSFER (EFT). THE VENDOR SHALL PROVIDE THIS INFORMATION ON EACH INVOICE OR SUBMIT SF-3881 FORM TO: FBI, COMMERCIAL PAYMENTS UNIT RM. 1987, J. EDGAR HOOVER BLDG 935 PENNSYLVANIA AVENUE, NW WASHINGTON, DC 20535</p> <p>IF THIS INFORMATION IS NOT AVAILABLE TO THE GOVERNMENT, THE INVOICE WILL BE CONSIDERED AN IMPROPER INVOICE AND SHALL BE RETURNED.</p> <p>*****</p>								
[REDACTED]									
14. Type of Order						15. Grand Total			
<input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.						<input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
Point of Contact - Purchase Order Information: Point of Contact - Invoice Payment Status: Commercial Payments Unit [REDACTED]						16. United States of America By (Signature) 17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer			

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CREW-2871

FBI

U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 09/27/2012		2. Order No. [Redacted]		3. Mod. No.		4. Mod. Date		5. Page No. 3	
[Redacted]				7. Ship to: (Consignee and address, Zip Code) FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135					
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, DC 20535				9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135					
10. Business Classification				11. F.O.B. Point DESTINATION				12. Discount Terms NET 30 DAYS	
13. Schedule									
Line No. (A)	Supplies or Services (B)			Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)		

[Redacted]									
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14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.				15. Grand Total XXXXXXXXXXXX See Instructions on Reverse	
Point of Contact - Purchase Order Information:				16. United States of America By (Signature)	
Point of Contact - Invoice Payment Status: Commercial Payments Unit [Redacted]				17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer	

B - BUYER

CREW-2872

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U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 09/27/2012		2. Order No. [Redacted]		3. Mod. No.		4. Mod. Date		5. Page No. 4	
6. To Contractor (Name, Address and Zip Code): [Redacted]				7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135					
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, DC 20535				9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135					
10. Business Classification				11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS		
13. Schedule									
Line No. (A)	Supplies or Services (B)			Quantity Ordered (C)	Unit (D)	Unit Price (E)		Amount (F)	
[Redacted]									
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.						15. Grand Total XXXXXXXXXXXX <i>See Instructions on Reverse</i>			
Point of Contact - Purchase Order Information:					16. United States of America By (Signature)				
Point of Contact - Invoice Payment Status: Commercial Payments Unit [Redacted]					17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer				

B - BUYER

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U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 09/27/2012		2. Order No. <div style="border: 1px solid black; width: 100px; height: 15px;"></div>		3. Mod. No.		4. Mod. Date		5. Page No. 5	
6. To: (Name, Address and Zip Code) <div style="border: 1px solid black; width: 250px; height: 40px;"></div>				7. Ship to: (Consignee and address, Zip Code) FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 15px;"></div> BUILDING 27958A QUANTICO, VA 22135					
				8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, DC 20535					
9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <div style="border: 1px solid black; width: 100px; height: 15px;"></div> BUILDING 27958A QUANTICO, VA 22135				10. Business Classification					
11. F.O.B. Point DESTINATION				12. Discount Terms NET 30 DAYS					
13. Schedule									
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)				
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.								<input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
Point of Contact - Purchase Order Information:								15. Grand Total <div style="border: 1px solid black; width: 100px; height: 20px; text-align: center;">XXXXXXXXXXXX</div> <p style="text-align: right; margin-top: 5px;">See Instructions on Reverse</p>	
Point of Contact - Invoice Payment Status: Commercial Payments Unit <div style="border: 1px solid black; width: 80px; height: 15px;"></div>								16. United States of America By (Signature)	
17. Name (Typed)								XXXXXXXXXXXX	
Title: Contracting Officer									

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B - BUYER

CREW-2874

FBIU.S. Department of Justice
Federal Bureau of Investigation**Purchase Order for Supplies or Services**

1. Date of Order 09/27/2012		2. Order No. [Redacted]		3. Mod. No.		4. Mod. Date		5. Page No. 6	
6. To: Contractor (Name, Address and Zip Code): [Redacted]				7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135					
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, DC 20535				9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135					
10. Business Classification				11. F.O.B. Point DESTINATION		12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)			Quantity Ordered (C)	Unit (D)	Unit Price (E)		Amount (F)	
[Redacted]									
***** ***** FOR FBI INFO ONLY ***** *****									
[Redacted]									
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. CONTRACTOR NUMBER [Redacted]						15. Grand Total [Redacted]		See Instructions on Reverse	
16. Point of Contact - Purchase Order Information: [Redacted]						17. Name (Typed) [Redacted] Title: Contracting Officer			

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CREW-2875

[REDACTED] (FBI)

From: [REDACTED] (OTD) (FBI)
Sent: Monday, December 10, 2012 3:50 PM
To: [REDACTED] (CON); [REDACTED] (FBI)
Subject: FW: [REDACTED] - UNCLASSIFIED//FOUO

Importance: High

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Classification: UNCLASSIFIED//FOUO
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FYI

From: [REDACTED] (SecD) (FBI)
Sent: Tuesday, November 06, 2012 4:46 PM
To: [REDACTED] (OTD) (FBI); [REDACTED] (OTD) (FBI); [REDACTED] (OTD) (FBI); [REDACTED] (OTD) (FBI)
Cc: [REDACTED] (SecD) (FBI)
Subject: RE: [REDACTED] - UNCLASSIFIED//FOUO
Importance: High

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Classification: UNCLASSIFIED//FOUO
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[Redacted]

[Redacted]

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[Redacted]

Unit Chief
Information Systems Security Unit
Information Assurance Section, Security Division

[Redacted] (Office)
[Redacted] (STE)

From [Redacted] (OTD) (FBI)
Sent: Monday, October 22, 2012 7:59 AM
To [Redacted] (SecD) (FBI)
Subject: RE: [Redacted] - UNCLASSIFIED

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Classification: UNCLASSIFIED

[Redacted]

[Redacted]

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Thank you,

[Redacted]

[Redacted]

SSA, UAV Program Manager
Video Surveillance Unit
Traditional Technology Section
Operational Technology Division

[Redacted] Office
[Redacted] Cell

CREW-2884

From: [redacted] (SecD) (FBI)
Sent: Friday, October 19, 2012 5:12 PM
To: [redacted] (OTD) (FBI)
Cc: [redacted] (SecD) (FBI)
Subject: RE: [redacted] - UNCLASSIFIED

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Classification: UNCLASSIFIED
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If this would be [redacted] I can write you an update to make it so. I would just need a bit of a mission description and names to put on the EC and I will write you something.

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If this would be [redacted] I have been adhering to the Finance Division [redacted] So I would need to hear something that FD is ok with it first.

I am leaving right now for the day but will be in Monday morning if you want to talk.

From: [redacted] (OTD) (FBI)
Sent: Friday, October 19, 2012 3:07 PM
To: [redacted] (SecD) (FBI)
Subject: FW: [redacted] - UNCLASSIFIED

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Classification: UNCLASSIFIED
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[redacted]
Got a copy of the EC from [redacted] about their [redacted] and was wondering if my Unit can purchase [redacted] under this EC. We fly the UAV's for the Bureau and [redacted]
[redacted] We will adhere to your restrictions listed in the EC.

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Thanks,

[redacted]

[redacted]
SSA, UAV Program Manager
Video Surveillance Unit
Traditional Technology Section
Operational Technology Division
[redacted] Office
[redacted] Cell

CREW-2885

From: [redacted] (FBI)
Sent: Tuesday, October 16, 2012 11:09 AM
To: [redacted] (OTD) (FBI)
Subject: [redacted] --- UNCLASSIFIED

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Classification: UNCLASSIFIED
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<< File: SECD- _IAS- IT SYSTEMS SECURITY RISK ANALYSIS-
_ACQUISITION_OF [redacted] pdf >>

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[redacted]
Unit Chief
Special Flight Operations Unit
Surveillance and Aviation Section/CIRG

(o)
(c)

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Classification: UNCLASSIFIED//FOUO

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Classification: UNCLASSIFIED//FOUO

CREW-2886

12-201 (Rev. 9-6-2006)



U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 09/27/2012	2. Order No. [Redacted]	3. Mod. No. 1	4. Mod. Date 02/22/2013	5. Page No. 1	
6. To Contractor (Name, Address and Zip Code): [Redacted]		7. Ship to (Consigned and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135			
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, DC 20535		9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135			
10. Business Classification		11. F.O.B. Point DESTINATION		12. Discount Terms NET 30 DAYS	
13. Schedule					
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
	[Redacted]				
A PROPER INVOICE SUBMITTED FOR PAYMENT TO THE FBI MUST CONTAIN THE FOLLOWING: THE NAME OF THE VENDOR; AN INVOICE NUMBER; THE CONTRACT OR PURCHASE ORDER NUMBER; THE INVOICE DATE; DESCRIPTION (I.E. NAME OR ITEM LINE NUMBER), PRICE AND QUANTITY OF GOODS OR SERVICES RENDERED; SHIPPING AND/OR PAYMENT TERMS; TAXPAYER ID; BANKING / ROUTING NUMBER TO ALLOW EFT PAYMENT; CONTACT NAME, TITLE AND TELEPHONE NUMBER AND ANY OTHER SUBSTANTIATING DOCUMENTATION AS REQUIRED BY THE CONTRACT.					
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, include delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions con- tained on this side only of this form and it is issued subject to the terms and conditions above-numbered contract.			15. Grand Total XXXXXXXXXXXX See Instructions on Reverse		
Point of Contact - Purchase Order Information:		16. United States of America By (Signature)			
Point of Contact - Invoice Payment Status: Commercial Payment Unit [Redacted]		17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer			

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B--BUYER

CREW-2898



U.S. Department of Justice
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 09/27/2012	2. Order No. [REDACTED]	3. Mod. No. 1	4. Mod. Date 02/22/2013	5. Page No. 2
6. To Contractor (Name, Address and Zip Code): [REDACTED]		7. Ship to (Consigned and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [REDACTED] BUILDING 27958A QUANTICO, VA 22135		
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEN F.B.I. BLDG. WASHINGTON, DC 20535		9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [REDACTED] BUILDING 27958A QUANTICO, VA 22135		
10. Business Classification		11. F.O.B. Point DESTINATION		12. Discount Terms NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
	<p>FEDERAL STATUTE REQUIRES THAT THE FEDERAL GOVERNMENT PAY IN ARREARS ONLY. THEREFORE, BILLING SHOULD BE MONTHLY OR QUARTERLY (TITLE 31, U.S.C. SECTION 3324).</p> <p>ALL PAYMENTS BY THE GOVERNMENT UNDER THIS ORDER SHALL BE MADE BY ELECTRONIC FUNDS TRANSFER (EFT). THE VENDOR SHALL PROVIDE THIS INFORMATION ON EACH INVOICE OR SUBMIT SF-3661 FORM TO: FBI, COMMERCIAL PAYMENTS UNIT RM. 1987, J. EDGAR HOOVER BLDG 935 PENNSYLVANIA AVENUE, NW WASHINGTON, DC 20535</p> <p>IF THIS INFORMATION IS NOT AVAILABLE TO THE GOVERNMENT, THE INVOICE WILL BE CONSIDERED AN IMPROPER INVOICE AND SHALL BE RETURNED.</p> <p>*****</p> <p>MODIFICATION 1: THE PURPOSE OF THIS MODIFICATION IS TO EXTEND THE PERIOD OF PERFORMANCE. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME. 02/22/2013 [REDACTED]</p> <p>*****</p>				

14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, include delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and it is issued subject to the terms and conditions above-numbered contract.		15. Grand Total XXXXXXXXXXXX See Instructions on Reverse
Point of Contact - Purchase Order Information:		16. United States of America By (Signature)
Point of Contact - Invoice Payment Status: Commercial Payment Unit [REDACTED]		17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer

B-BUYER

CREW-2899

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FBIU.S. Department of Justice
Federal Bureau of Investigation**Purchase Order for Supplies or Services**

1. Date of Order 09/27/2012	2. Order No. [REDACTED]	3. Mod. No. 1	4. Mod. Date 02/22/2013	5. Page No. 3
6. To Contractor (Name, Address and Zip Code): [REDACTED]		7. Ship to (Consigned and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [REDACTED] BUILDING 27958A QUANTICO, VA 22135		
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEN F.B.I. BLDG. WASHINGTON, DC 20535		9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [REDACTED] BUILDING 27958A QUANTICO, VA 22135		
10. Business Classification	11. F.O.B. Point DESTINATION		12. Discount Terms NET 30 DAYS	
13. Schedule				
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)
[REDACTED]				
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, include delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and it is issued subject to the terms and conditions above-numbered contract.			15. Grand Total XXXXXXXXXXXX <i>See Instructions on Reverse</i>	
Point of Contact - Purchase Order Information:		16. United States of America By (Signature)		
Point of Contact - Invoice Payment Status: Commercial Payment Unit [REDACTED]		17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer		

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CREW-2900



**U.S. Department of Justice
Federal Bureau of Investigation**



Purchase Order for Supplies or Services

1. Date of Order 09/27/2012		2. Order No. [REDACTED]		3. Mod. No. 1		4. Mod. Date 02/22/2013		5. Page No. 4	
6. To Contractor (Name, Address and Zip Code): [REDACTED]					7. Ship to (Consigned and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [REDACTED] BUILDING 27958A QUANTICO, VA 22135				
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6023, JEM F.B.I. BLDG. WASHINGTON, DC 20535					9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [REDACTED] BUILDING 27958A QUANTICO, VA 22135				
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)				Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)	
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, include delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and it is issued subject to the terms and conditions above-numbered contract.							15. Grand Total XXXXXXXXXXXX <i>See Instructions on Reverse</i>		
Point of Contact - Purchase Order Information:					16. United States of America By (Signature)				
Point of Contact - Invoice Payment Status: Commercial Payment Unit [REDACTED]					17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer				

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B-BUYER

CREW-2901



**U.S. Department of Justice
Federal Bureau of Investigation**



Purchase Order for Supplies or Services

1. Date of Order 09/27/2012		2. Order No. [REDACTED]		3. Mod. No. 1		4. Mod. Date 02/22/2013		5. Page No. 5	
6. To Contractor (Name, Address and Zip Code): [REDACTED]				7. Ship to (Consigned and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [REDACTED] BUILDING 27958A QUANTICO, VA 22135					
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEN F.B.I. BLDG. WASHINGTON, DC 20535				9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [REDACTED] BUILDING 27958A QUANTICO, VA 22135					
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)			Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)		
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, include delivery as indicated. <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and it is issued subject to the terms and conditions above-numbered contract.						15. Grand Total <div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">➡</div> <div style="border: 1px solid black; padding: 5px; flex-grow: 1;">XXXXXXXXXXXX</div> </div> <p align="center"><i>See Instructions on Reverse</i></p>			
Point of Contact - Purchase Order Information:				16. United States of America By (Signature)					
Point of Contact - Invoice Payment Status: Commercial Payment Unit [REDACTED]				17. Name (Typed) XXXXXXXXXXXX Title: Contracting Officer					

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B-BUYER

CREW-2902



**U.S. Department of Justice
Federal Bureau of Investigation**



Purchase Order for Supplies or Services

1. Date of Order 09/27/2012		2. Order No. [Redacted]		3. Mod. No. 1		4. Mod. Date 02/22/2013		5. Page No. 6	
6. To Contractor (Name, Address and Zip Code): [Redacted]					7. Ship to (Consigned and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27956A QUANTICO, VA 22135				
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEN F.B.I. BLDG. WASHINGTON, DC 20535					9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27956A QUANTICO, VA 22135				
10. Business Classification			11. F.O.B. Point DESTINATION			12. Discount Terms NET 30 DAYS			
13. Schedule									
Line No. (A)	Supplies or Services (B)			Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)		
[Redacted]									
***** *****FOR FBI INFO ONLY***** [Redacted]									
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, include delivery as indicated. CONTRACTOR NUMBER [Redacted] Point of Contact - Purchase Order Information: [Redacted]						15. Grand Total [Redacted] <i>See Instructions on Reverse</i>			
16. United States of America By (Signature) [Redacted]						17. Name (Type) [Redacted] Title: Contracting Officer [Redacted]			

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B--BUYER

CREW-2903

PS

PO INVOICE MATCHING INFORMATION

PMI

NEXT FUNCTION: _____ ACTION: _____ HISTORY: _ 10/29/2013 09:16:28
BROWSE: _

BUY ENTITY
PO NO.
PO LINE NO.
BLANKET REL. NO.
CURRENCY CODE
PAYMENT BASIS

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VENDOR:

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BASE PERMIT TO PAY INVOICED TO DATE PERMIT TO PAY

PO HEADER
PO HEADER TAX/VAT
PO HEADER ADDL COST
BLANKET
BLANKET TAX/VAT
BLANKET ADDL COST
PO LINE
PO LINE TAX/VAT
PO LINE ADDL COST

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**SIMPLIFIED ACQUISITION PROCEDURES
COMMERCIAL ITEM PREAWARD AND AWARD CHECKLIST
\$100K TO \$5.5M
(\$15M IN ACCORDANCE W/ PUBLIC LAW 108-136 NATIONAL DEFENSE
AUTHORIZATION ACT OF 2004)**

Contractor: <input style="width:150px; height:20px;" type="text"/> Address: <input style="width:150px; height:20px;" type="text"/> <input style="width:150px; height:20px;" type="text"/> Point of Contact: <input style="width:150px; height:20px;" type="text"/> COTR/TM/POC * : <input style="width:150px; height:20px;" type="text"/> COTR Certificate # : <input style="width:150px; height:20px;" type="text"/> Phone Number * : <input style="width:50px; height:20px;" type="text"/>	Solicitation Number: <input style="width:50px; height:20px;" type="text"/> <input style="width:100px; height:20px;" type="text"/> Contract Number: <input style="width:100px; height:20px;" type="text"/> Date of Award: 09/27/2012 Amount of Award: <input style="width:100px; height:20px;" type="text"/> Contract Type: <input style="width:100px; height:20px;" type="text"/> Program Manager Approval: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Not Required
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b6
b7C
b7E

I certify, to the best of my ability, that this file has been reviewed and the contract is adequate for award:

	Date		Date
Contract Specialist		Review/Title	

PREAWARD DOCUMENTS

	In File	N/A
PURCHASE REQUEST (FD-369)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Statement of Work/Specifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Acquisition Plan (FD-911)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Market Research	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clause 52.208-9 Included	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Independent Government Estimate	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Justification for Other Than Full and Open Competition	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Determination and Findings (i.e., Use of Options, Non-use of Options, Not Using FedBid, IAG, Mistake in Bid, LH and TM)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Source Selection Plan/Evaluation Criteria	<input type="checkbox"/>	<input checked="" type="checkbox"/>
IT Acquisition Form (OIO Approval)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Clause 52.232-3; 52.239-1; 52.224-1; 52.224-2 Included	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Section 508 Compliance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Department of Labor Wage Determinations; Davis Bacon Act	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Security Requirements (DD253, CAR, DD254, Etc...)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non-Set Aside for SB and LSA (FAR 19.501(c))	<input type="checkbox"/>	<input checked="" type="checkbox"/>
OSDBU Approval to withdraw or Modify SB Set-Aside (JAR 2819.506)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Record of Small Business Form (DOJ Document 06-02; 1/27/2006)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If SB Set-Aside, have all exceptions that apply been documented to file	<input type="checkbox"/>	<input checked="" type="checkbox"/>
EO 13423 - Strengthening Federal Environmental, Energy and	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Updated 1/2009

CREW-2905

**SIMPLIFIED ACQUISITION PROCEDURES
COMMERCIAL ITEM PREAWARD AND AWARD CHECKLIST
\$100K TO \$5.5M
(\$15M IN ACCORDANCE W/ PUBLIC LAW 108-136 NATIONAL DEFENSE
AUTHORIZATION ACT OF 2004)**

Transportation Management (Green Purchase) If not a green alternative, document		
Acquisition Review Board Approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Solicitation Reviewed by Program Staff/COTR (Over \$100k)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Solicitation Reviewed by Grade 13 or higher	<input type="checkbox"/>	<input type="checkbox"/>
Office of General Counsel Review	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Publicized in FBO (if no, JOFOC in file)(Note: if combined solicitation and if announced via Internet)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Source List	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Solicitation Requests	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Withdrawal of Proposals/Quotes	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Request for Quote/Proposal or IFB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Amendments	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial Proposals/ Quotes/IFB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Determination of Responsibility	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Competitive vs. Seal Bid	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Competitive Range Determination	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Notice to Unsuccessful Offerors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Notice to Late Offerors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Clarifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Evaluation - Technical Proposal (including Cost and Price Analysis)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pre-Negotiation Memorandum	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Summary of Negotiations	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Basis for Award	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Debriefing Report (Preaward and Postaward)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
EEO Compliance Clearance (\$10M or More) (FAR 22.805)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Protest Before Award	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FOIA Requests	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Unit Chief Review and Approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Updated 1/2009

CREW-2906

**SIMPLIFIED ACQUISITION PROCEDURES
COMMERCIAL ITEM PREAWARD AND AWARD CHECKLIST
\$100K TO \$5.5M**

**(\$15M IN ACCORDANCE W/ PUBLIC LAW 108-136 NATIONAL DEFENSE
AUTHORIZATION ACT OF 2004)**

POST AWARD DOCUMENTS

In File

N/A

CONTRACT DOCUMENTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CARC Review and Approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sub-contract Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FBI – Program Manager Letter of Decimation (DOJ Guidance 06-01; 1/31/2006)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COTR/TM Certificate and Letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Purchase Order	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FMS-FPDS Screen and FPDS-NG	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CCR Check	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Suspended/Debarred List (EPLS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Documented to reflect profit determination (FAR 15.404-4)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Protest After Award	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Award posted in FBO (FAR 5.301 (a))	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ratification (HCA Approval)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

LETTER CONTRACTS

In File

N/A

Approval from HCA	<input type="checkbox"/>	<input type="checkbox"/>
Clauses in association with FAR 16.603-4	<input type="checkbox"/>	<input type="checkbox"/>
Definitized	<input type="checkbox"/>	<input type="checkbox"/>

CONTRACT ADMINISTRATION

In File

N/A

Modifications (Amendments, Equitable Adjustments or Supplemental Agreements)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Voucher Related Documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Documentation to justify renewal of options	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of UDO/Accruals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reports (Contractor, Audit, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Close Out	<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous	<input type="checkbox"/>	<input type="checkbox"/>